APPENDIX B
Configuring RMS and MS Word Macros

Overview

This appendix is an explanation of the steps necessary to properly configure RMS macros to be used with the MS Word © word-processing program. You will also add an Icon on the MS Word © tool bar for accessing the RMS macros.

- ## Setting Up RMS and MS Word

Prior to using MS Word for creating form letters that make use of the RMS macros, you must first configure the two programs to work together. The following procedures will set up your MS Word © and create an Icon on your tool bar that will provide access to all RMS macros.

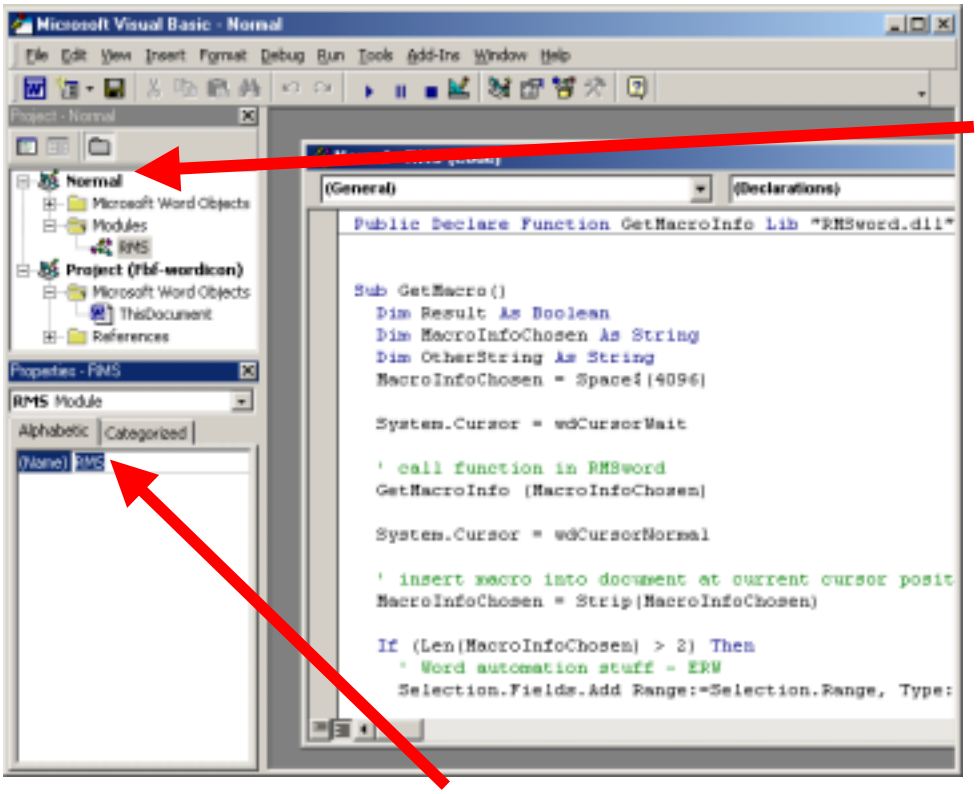
Using RMS with MS Word - Word Automation

The following steps are required in order to allow users of the RMS Word Document Automation features to select RMS Macros from an interactive interface when creating automated documents.

Use this procedure to copy the following declaration, subroutine, and function into the normal template:

1. Start Word.

2. Choose **Tools** – **Macro** – **Visual Basic Editor** menu option. The following screen appears.



3. Right click on the **Normal** icon and choose **Insert – Module.** A smaller window will appear and you paste the following data into the window (paste all text BETWEEN the words START and END as provided below – Do not include the words "**start**" and "**end**").

The example module is named **RMS** – the module name can be changed here, at the top line in the lower left hand box.

START

```
Public Declare Function GetMacroInfo Lib "c:\winrms\RMSword.dll" (ByVal MacroChoice As
String) As Boolean


Sub GetMacro()
  Dim Result As Boolean
  Dim MacroInfoChosen As String
  Dim OtherString As String
  MacroInfoChosen = Space$(4096)

  System.Cursor = wdCursorWait

  ' call function in RMSword
  GetMacroInfo (MacroInfoChosen)

  System.Cursor = wdCursorNormal

  ' insert macro into document at current cursor position
  MacroInfoChosen = Strip(MacroInfoChosen)

  If (Len(MacroInfoChosen) > 2) Then
    ' Word automation stuff - ERW
    Selection.Fields.Add Range:=Selection.Range, Type:=wdFieldEmpty,
PreserveFormatting:=False
    Selection.TypeText Text:=MacroInfoChosen
    pos = Selection.Range.End
    Selection.SetRange Start:=pos + 2, End:=pos + 2
End If
End Sub

Function Strip(Incoming As String) As String
  Dim FoundAt As Long
  FoundAt = InStr(Incoming, Chr$(0))
  If (FoundAt <> 0) Then
    Incoming = Mid(Incoming, 1, FoundAt - 1)
  End If

  Incoming = Trim(Incoming)
  Strip = Incoming
End Function
```

END

If you have problems selecting the code using a mouse, it is suggested that you point the cursor to the first character of the first line, hold down the shift key, and hit the down cursor key until all the code is highlighted.

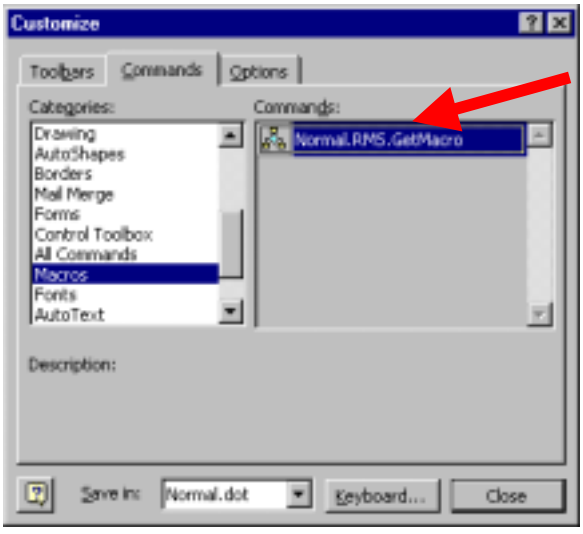
4. Save changes and **exit from the Visual Basic editor**. Save changes and exit from the Normal document template. (<Ctrl>+5, then <alt>+Q)

NOTE: When MS Word is called from RMS, the default directory is the same as that of the WinRMS executable file (where RMSword.dll is located).

Some users may want to use Word for creation / updating of Word Automation documents when the RMS database is not available. In order to use the interactive method of inserting RMS macros, RMSword.dll needs to be located in one of the directories in the System Path (i.e., C:\windows\command).

A file named MacroLST.RMS containing all RMS macros currently defined MUST be located in the System Temp path (i.e., C:\WINDOWS\TEMP). RMS periodically updates this file. Going to the Library menu in RMS and choosing Word Macros will force this file to be regenerated when you exit the macro listing. If you delete the temporary files in your system temp directory, you will need to locate that file and replace it. You can locate it from another computer that is using RMS, or contact the RMS Center for support.

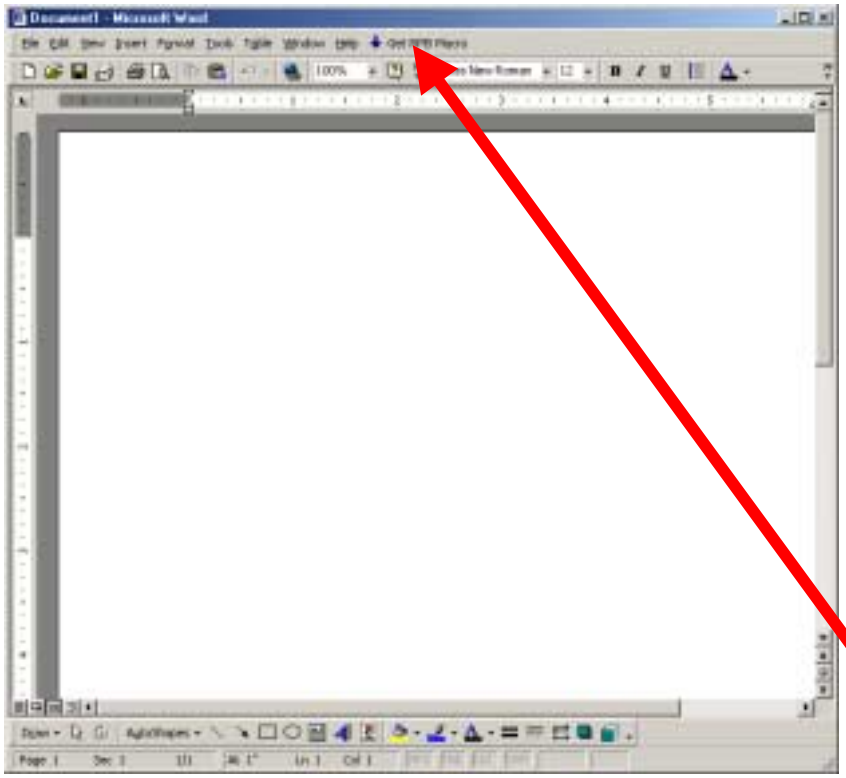
Add an icon to the MS Word toolbar:



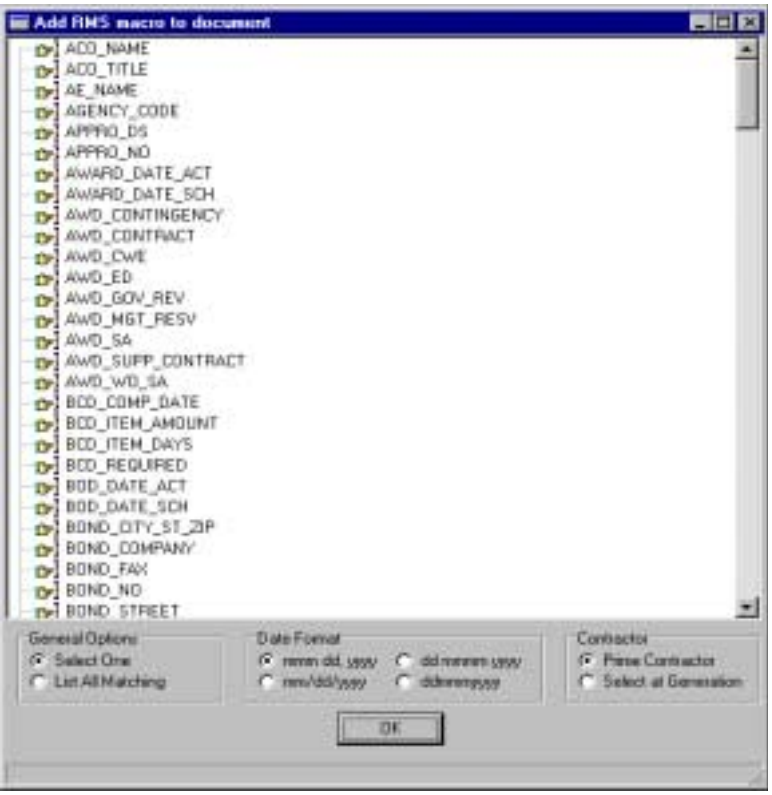
Right click on the top toolbar within MS Word (i.e., next to "Help" icon) – Choose **Customize** and click on the **Commands** tab.

Choose the **Macros** category in the left window and highlight the **Normal.RMS.GetMacro** subroutine located in the right window. ***Drag*** the **Normal.RMS.GetMacro** subroutine to the standard toolbar and ***drop*** it (i.e., again, next to the "Help" icon).

Note: Dropping the button into empty space to the right of the toolbar will not work. Position the button on toolbar where you want icon to appear before letting go. The symbol it shows while you are dragging the button will change from an X to a + when you are located in a position where dropping is permitted.



Do not close the Customize window. Right click on the button that was just created on the toolbar. Where is says, ***"Name***" change the name go **Get RMS Macro**. Further down on the drop down menu, select "***Change Button Image"*** and select the **down arrow** to change the button icon.



Close the **Customize** window.

When the user clicks on the **Get RMS Macro** icon they should be met with the following window, which is a listing of the RMS macros.

You are now ready to begin using macros for generating form letters, plans, etc.